

CHECKLIST FOR SOLDIERS REQUESTING AN EARLY RETURN OF FAMILY MEMBERS

Developed for Soldiers who are requesting an early return of their Family members to CONUS

- ☐ 1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Early Return of Dependents (ERD) using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders
 - proof of command sponsorship for Family members going back to CONUS
 - letter from current Commander supporting the ERD
 - updated EFMP paperwork, if applicable (DD 2792 and/or DD 2792-1 or current PERnet summary)
 - supporting documentation from applicable medical, mental health, chapel, educational, or financial personnel

CHECK WITH YOUR MPD FOR ANY ADDITIONAL PAPERWORK YOU NEED TO SUBMIT

- ☐ 2. Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- ☐ 3. Follow local guidelines regarding Military Personnel Division procedures in order to determine appropriate entitlements for transportation back to CONUS of your Family members.
- ☐ 4. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
- ☐ 5. Be aware that you must be on a 36-months accompanied tour and have 12 months remaining in Europe after arrival or acquisition of the Family members, if they elect to return at a later date and are command sponsored. You may be required to extend or re-enlist in order to meet tour requirements.
- ☐ 7. If your Family is to relocate to a location considered to be overseas, e.g Puerto Rico, then coordination must occur with the gaining medical authorities/EFMP office if there are EFMP issues in your Family.
- ☐ 8. Contact your local Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager if you have any questions concerning Family members with special medical or educational needs

NOTE: Early return of dependents cannot be due to Soldiers deployment.

**START EARLY AND KEEP INFORMED OF THE PROGRESS
OF YOUR REQUEST**